

LSC 2002 TECHNOLOGY INITIATIVE GRANT - PROPOSED PAYMENT SCHEDULE with explanatory footnotes.

Applicant Name: _____ Applicant's LSC Grantee Number: _____

Proposed Grant Amount: \$ _____ Proposed Grant Term:² _____

Period of Activity ³	Milestones Reached ⁴ NOTE: <i>Italicized content is for example purposes only.</i>	Payment Type	Amount Requested
		Initial	75,000 ⁵
<i>Months 1-6</i>	<i>1 - Publish notices on technology position and hire. 2 - Obtain prior approval (reg. 1630.5) and purchase server, remote workstations, software, and licenses. 3 - Set meeting schedule for substantive law content and pro se materials and begin content generation.</i>	Interim	29,000 ⁶
<i>Months 7-10</i>	<i>1- Complete and test all physical installations. 2 - Complete domestic relations content. 3 - Complete initial site design. 4 - Consultation for accessibility completed.</i>	Interim	23,500
<i>Months 11-18</i>	<i>1- Complete consumer and housing modules. Add content to site and complete tests for content accessibility. Begin end-user evaluation.</i>	Last Interim	22,500 ⁷
<i>Months 19-24</i>	<i>System has been fine-tuned and evaluated. All evaluation and reporting is completed.</i> ⁸	Final	5,000
		Total: ⁹	175,000

¹ Will be generated by TIG staff² Expressed in years or total months, e.g., 2 years, e.g., 18 months³ Periods of activity should be determined by the activities proposed for the period. Also, as shown, the activity periods can vary in length. The total of all periods should equal the Proposed Grant Term.⁴ These are interim achievements that move the project forward and entitle the recipient to the next payment. There is no set number of milestones and interim payments.⁵ There is no set amount for the initial payment. It is made immediately upon execution of the grant agreement and should be reasonably related to the expenses that will be incurred during the next period of activity. All payments are prospective (for the work to be performed in the next activity period) except for the Last Interim payment. See footnotes 7 and 8.⁶ As shown, interim payments need not be divided into equal amounts. (In fact, that would be exceptional.) Interim payments are made when the milestones identified to the left of each requested payment have been reached.⁷ Since payments are prospective, applicants should reduce the last interim payment by an amount that LSC will withhold as a final payment until all evaluation and reporting is complete. In this case, the sample recipient designated \$5,000 for withholding.⁸ Final payment will be made only upon completion of all evaluation and reports.⁹ Equals Proposed Grant Amount.